



Guest Guidelines

Please check the items you will use during your appearance.

- PowerPoints
- DVD
- Event flyer
- Photos
- Note Cards
- Demonstration/Performance

If you are going to use any of the above please follow/consider these guidelines...

PowerPoints



- We use Microsoft PowerPoint 2003. Please save your slides in this version. Other versions may affect the look of your slides. Proofread them carefully.
- E-mail a copy to your producer/host & BRING A BACKUP copy on a flash drive or CD
- Bring a print out 6-9 slides per page with slide numbers for yourself and BNN
- When creating PowerPoints
 - Keep 1 inch border around edge and **Do Not** use a white background
 - Use **bold** fonts large enough to read on a small TV set
 - **Do Not** put too much information or use paragraphs- use bullets or 1 short phrase per line- **Max 7 lines**

DVD



- Please check the quality of both the image and sound on your DVD. If it does not meet our technical standards we will not be able to play it.
- Please know the start time and end time, as well as the track number/name
- Let your host/producer know if it has audio
- Tell your host/producer if you plan to be talking while the DVD is shown
- Please know BNNLive cannot show 2 DVD clips immediately after each other because of fast forwarding. We must go back to you and the host on camera before the second clip can be shown.
- Please do not use QuickTime files.
- Avoid VHS because of the poor image quality compared to digital formats

Event Flyers



- Please do not try to hold up flyers during the show. Please scan it and put it into a PowerPoint or mount it on a foam core board for placement on an easel
- If you cannot scan it yourself, BNNLive can scan up to 11x17 size sheets if you send it to your host/producer 72 hours in advance of your show
 - If you cannot send it, you need to **notify your host/producer 72 hours** in advance and be here with it at least one hour before show time



- Copy shops can scan larger flyers, but some text may still be very small on the TV screen. If that is the case, it may be better to recreate the information on a PowerPoint slide so that the audience can clearly read it.

Photos



- Please place all photos in PowerPoint slides (follow above guidelines)
- E-mail PowerPoint (with photos) to your producer/host 72 hours in advance
- If you cannot make PowerPoints you may arrange to have us place your digital (**jpeg**) photos into PowerPoint for you
 - Send them to your host/producer 72 hours before show time

Demonstrations or Performances

- Please complete a Demo/Performance Summary form and return it to your show producer/host at least 72 hours prior to show time. Your unique demo may require special set up or props and the crew needs time to be prepared.

Note Cards



- Please use pastel colored paper or large colored index cards
 - Please **do not** paste white paper onto them*

*The white color causes light problems

We are here to Help!



- Scanning Photos and Flyers or creating PowerPoints for you may be arranged in advance
 - 72 hours prep time is required



Tips to Look Your Best on Camera

Personal Attire – Things to avoid:

- White: too bright
- Red: color bleeds
- Tiny patterns dots and fine stripes: blurs
- Too much black: looks flat, you want shadows to give you depth
- Avoid shiny and noisy jewelry.



Issues for:

- Ivory/Fair Skin- use powder-based foundation and blush to give you color
- Dark skin- avoid whites and beige, the contrast causes the camera iris to close and you will lose detail. There will be fewer shadows to flatter you
- Oily skin- use face powder right before your show begins
- Perspiration- wear cool clothes, the lights and stress can make you very hot
- Clothing- consider that your microphone will be clipped to your collar and possibly a battery clipped to your waist therefore avoid flimsy material and turtlenecks.